

Recognition and Retention:

Site Celebration Suggestions

Inexpensive ideas to honor your non-paid staff:

- ❖ Invite them to a special Pot Luck breakfast or lunch
- ❖ Choose a Theme that can be carried out in decorating (i.e. "Volunteers are Shining Stars" or "Hats Off To Our Volunteers")
- ❖ Reader/bulletin boards/entrances to highlight non-paid staff
- ❖ Choose a individual each month for a more in-depth biography in agency newsletter or office memo
- ❖ Thank You letters from those they serve
- ❖ Present a card with small notes from the staff about what makes them special
- ❖ Certificate (acknowledging achievements, years of service, etc.)

Small gift ideas:

Gifts: You don't need a large budget to acknowledge your non-paid staff. The simplest things can be very meaningful simply *because you took to the time to acknowledge them*. Most non-paid staff are less concerned with what they get and ***far more impressed with the fact that they were remembered and appreciated.***

The presentation of a gift item can be as fun and rewarding as the gift itself! For example:

- ❖ A chocolate *heart-shaped* candy, key ring, pencil holder, note pad, etc. with a small note that states, "You're the *heart* of XYZ agency! Thanks for all you do."
- ❖ A *phone card* with a small note that states, "We've *called* upon your support all year. It is our chance to say thank you and to enjoy *a call on us!*"
- ❖ Show the volunteer you appreciate them a "*hole*" lot by presenting a package of Lifesaver Candy.

Here are a few gift suggestions that seniors can use:

- ❖ A sweet roll or donut served on a decorative or colorful paper plate and matching napkin with a cup of hot coffee when they arrive can make a simple but elegant presentation.
- ❖ Your agency/school's promotional items (t-shirt, key chain, pens, coffee cups, tote bags).
- ❖ Gift certificate (for bookstores, meals out, movies, food treats, gift shops, coffee shops).
- ❖ One single flower and special note.
- ❖ A *small* bread/fruit/deli basket.

Try to stay away from things that most seniors can't use. They are generally starting to minimize clutter such as small figurines.

A
Volunteer
Management
Tip From:



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